



TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager *F.C.*
Bureau of Communication and Computer Services

DATE: August 31, 2000

RE: MONIES 101 and MONIES 202 Training Classes

The Department of Central Management Services (CMS) is offering training on how to use MONIES (Management of Network Income Expense Services) on the following dates:

Class Dates and Times:

Chicago:	MONIES 101 Wednesday, October 25, 2000 8:30 a.m. to 12 p.m. James R. Thompson Center 2nd Floor Training Center Room 2-024	MONIES 202 Wednesday, October 25, 2000 1:30 p.m. to 4 p.m. James R. Thompson Center 2nd Floor Training Center Room 2-024
Springfield:	MONIES 101 Wednesday October 18, 2000 8:30 a.m. to 12 p.m. Capital City Center 130 W. Mason	MONIES 202 Wednesday, October 18, 2000 1:30 p.m. to 4 p.m. Capital City Center 130 W. Mason

MONIES is the database program utilized by CMS to process, track, and bill all telecommunications products and services. Inquiry into MONIES will allow you to:

- Check the status of your TSRs and TDRs
- Verify your inventory of voice and data equipment
- Review your monthly bills (the three most current months are available on-line)
- View the State of Illinois telephone directory database

Courses have been broken into two sessions:

MONIES 101 is for people who have not had prior MONIES training. Students are taught:

- how to logon to MONIES and how to negotiate the application
- how to do simple searches for answers to questions about the inventory

MONIES 202 is for anyone who has already attended MONIES 101 and has additional questions.

- Students who enroll in the MONIES 202 class will be asked to submit two questions in advance for review during class.

Please note that all users must have their own RACF ID and MONIES ID and should have previously accessed MONIES from their office. If you need to establish RACF IDs, contact your agency data processing coordinator. If you need to establish a MONIES password or need assistance with connectivity, please contact Dana Funk, MONIES coordinator, at (217) 785-1930 by Wednesday, October 11, 2000.

To register, please contact Steve Hayden, CMS Data Provisioning manager at (217) 524-5033.

FC:dw